

**Full Management Service** – monthly fee of 10% of achieved rental + VAT plus administration fee of £300.  
For a detailed breakdown of the package provided, please refer to our Levels of Service document.

**Tenant Find Service** – fee equivalent to 3 weeks of achieved rental + VAT.

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**Inventory Fee** – one off payment equivalent to 10% of achieved rental (service included free of charge within Full Management Package).

Inventory provided by an independent company confirming the condition of the property being handed over to a tenant.

**Annual Gas Safety Certificate** - £90.

It is a legal requirement for a Gas Safety Certificate to be issued by a Gas Safe registered engineer before a tenancy agreement can begin. The certificate is renewed on an annual basis.

**Energy Performance Certificate** - £114.

All rental properties are required by law to be advertised with an Energy Performance Certificate (EPC). If you already have your own, we will need a copy of this prior to marketing the property.

**Tenancy Renewal Fee** – 50% of the original administration fee + VAT.

Under our full management service, should we enter into negotiations to renew the tenancy for another fixed term, the above fee is payable.

**Rent Guarantee Insurance** – £60 per 6 months.

Only available as part of the Full Management Service.

**Rent Guarantee Renewal Insurance** – £108 for a 6 month policy. £180 for a 12 month policy.

Only available as part of the Full Management Service.

**Deposit Release Charge** – £30 payable only for Tenant Find Service (included in Full Management Service).

To release the deposit on behalf of the landlord from the Deposit Protection Service.

WE ENDEAVOUR TO BE CLEAR WITH ALL OF OUR CONDITIONS & CHARGES; IF IN DOUBT PLEASE ASK A MEMBER OF OUR TEAM, THEY WILL ONLY BE TOO HAPPY TO HELP.

ALL FEES QUOTED ARE INCLUSIVE OF VAT; HOLDING FEES & DEPOSITS DO NOT ATTRACT VAT

**SBK PROPERTY CONSULTANTS LTD DO NOT SUBSCRIBE TO ANY MONEY PROTECTION SERVICE**